

SECRET

STATEMENT OF PURPOSE, ACCOMPLISHMENTS AND PROGRAM OUTLOOK

Classification and Wage Division

1. STATEMENT OF PURPOSE

The Classification and Wage Division is responsible for providing an Agency-wide program of personnel service in position classification and wage administration, allocating Agency and National Security Council positions, developing classification standards and qualification requirements, performing wage administration functions governing all departmental and field positions, and providing evaluation services and guidance regarding salaries of various associate personnel.

2. STATEMENT OF ACCOMPLISHMENTS

The activities of the Classification and Wage Division during Fiscal Year 1954 were directed toward improvement in the overall services performed, with particular emphasis being given to the preparation of position standards and to the development of regulatory and informational materials pertinent to classification and wage administration. Special factors to be considered in discussing the Division's functions are as follows:

a. Although the Agency adheres generally to the principles and practices established by the Classification Act of 1949, it is necessary in most cases to develop standards and guides designed to cover relatively unique positions found in this Agency as compared with other Federal agencies.

b. Rapidly changing operational situations dictate classification review and decisions frequently without benefit of detailed information on organizational functions, programs, relationships, or the duties of individual positions.

c. The highly classified and sensitive nature of programs, operations and responsibilities of individual positions require special classification methods and techniques.

d. The rapid expansion of the Agency, coupled with the geographic dispersion and variety of occupations, have presented difficulties in achieving and maintaining a proper classification structure.

SECRET

0049

e. During the year a comprehensive system of position analysis was introduced which includes the preparation of position descriptions which describe duties, responsibilities, qualifications required, lines of job progression, and explanation of allocation factors for all Agency positions. The information obtained through this program provides a basis for the development of position standards describing groups of similar positions in terms of their characteristics, allocation guides, and qualifications requirements.

f. An Agency Handbook containing definitions of occupational groups and series and a listing of all classification titles and occupational codes was developed. Regulations and Handbooks were prepared concerning the position analysis program and the classification and wage administration process.

g. The servicing of operating divisions with respect to Table of Organization approvals, individual personnel actions and usual classification services, continued as predominant factors in the Division's activities. In carrying out these services emphasis has been given to the overall objective of organizing and presenting job information obtained during individual job analyses and organizational surveys in a form which makes it most useful for recruitment, placement, training, and career development, as well as for classification purposes.

The review of individual personnel actions involves classification determination, desk audits and preparation of job descriptions, including review of super-grade positions. During the year there were 702 such actions reviewed. The Division performs classification review and distribution of approved Tables of Organization and is responsible for the control of Table of Organization records. During the year 1,350 individual T/O changes were processed involving [REDACTED] positions.

25X1A

Classification surveys, including the collection, recording and analysis of job information and the presentation and coordination of survey results were completed on a total of 2,310 positions.

Special projects undertaken during the year included the development of competitive levels for Agency positions, the establishment of a combined T/O-position control register, studies on organization and distribution of various jobs and positions, and the development of an employee handbook on "How Your Position is Classified in CIA."

3. STATEMENT OF PROGRAM OUTLOOK

Program plans of the Division place particular emphasis on the acceleration of existing activities in classification surveys and development of position standards in order to produce adequate and comprehensive coverage of Agency positions in terms of information required for recruitment, placement, training, and related purposes. It is also planned to increase familiarization of supervisors and employees with classification principles, procedures and operations through continued effort in the publication of informational materials.

Some of the specific problems which will be given special attention during the coming year, include the following:

- a. Resolution of classification problems related to the assignment of personnel returning from overseas assignments.
- b. The development of classification procedures to meet emergency staffing problems of operational components.
- c. Improved procedures for reviewing T/O proposals and extension of the use of the standard position description.
- d. Review of classification codes assigned to individual positions in terms of competitive level designations to insure that all positions within each level are actually interchangeable.